

## OVERVIEW

All youth ages 14 and older that are in foster care and do not have a reunification goal in place, must be referred to the local Michigan Works! Agencies (MW!A) for participation in youth programs and services administered under the Workforce Investment Act (WIA).

### Referral Process

To refer youth, the caseworker must:

- Complete a DHS-348, Michigan Works! Agency/Workforce Investment Act Agency Referral Foster Care Youth, and send it to the local Michigan Works! Agency.
- Follow up with the local Michigan Works! Agency to ensure that the youth has a scheduled appointment or is receiving services.
- Document all referral efforts, services received, and barriers to youth receiving services in the Parent-Agency Treatment Plan. Referrals and services must be documented under Independent Living - Employment/Training or Job Training/Employment Assistance services type, with the appropriate service provider.
- Review each youth's eligibility for their local Michigan Works! Agency program every 90 calendar days and document any changes in the services in the Parent-Agency Treatment Plan.

Local DHS offices and placement agency foster care (PAFC) providers must coordinate with the local Michigan Works! Agency in order to develop practices and procedures for maximizing services and resources for foster youth.

### Eligibility Documentation

In order to enroll in services with the local Michigan Works! Agency, the caseworker must ensure the youth has the following eligibility documentation:

- A copy of his/her birth certificate.
- Social Security card or Social Security number (if card has not yet been received).

The youth may also be required to produce one or more of the following if applicable:

- Driver's license or other photo ID (school ID, state of Michigan ID, etc.).
- Selective Service Registration (for males over 18).
- School records and/or individualized education plan (IEP).
- Disability verification.
- Proof of offender status (copy of most recent court order).
- Verification of receipt of the education and training voucher (ETV) and/or tuition incentive program (TIP), if applicable.

### **Consent to Participate**

When referring youth to MW!A, youth are required to have a parent or legal guardian's signature. The Department of Energy, Labor, and Economic Growth has waived this requirement and has indicated that the signature of the caseworker on the DHS-348 meets this requirement.

Requirements for signature for enrollment paperwork at the MW!A are as follows:

- For MCI wards, the caseworker or caregiver is eligible to sign, in order to get a youth enrolled for services.
- For temporary court wards, attempts should be made to locate a biological parent to sign enrollment paperwork. All attempts should be documented in the case service plan. If the biological parent is not reasonably available, the caseworker or a caregiver can sign the enrollment paperwork.

### **Exceptions to Referrals**

There are some youth who are exempt from the required MW!A referral. Youth are not required to be referred to MW!A when the youth is:

- Placed out of state.
- In jail/detention.
- In residential/psychiatric facility.
- Already employed.
- In college.

- Enlisted in the military.
- Absent Without Legal Permission (AWOL).

If the situation changes, and the youth is no longer exempt, the caseworker must make the MW!A referral within 5 business days.